



City Market

Catering Permit Application

City of Kansas City, Mo.
Neighborhood and Community Services Department
Regulated Industries Division
635 Woodland Ave., Suite 2101
Kansas City, MO 64106
(816) 513-4561

DBA name (name of business on state liquor license) _____

Applicant's name _____ Applicants phone number _____
Managing officer, sole owner, partner or corporate officer ONLY

Applicant's fax number _____ Applicant's e-mail address _____

Names and phone numbers of two people (must be local) who will be in active control and managing this event

_____/_____

Complete the following based on where the event will be held

Property owner _____ Owner's day phone _____

Will this event be held within 100 feet of a church or school? ☐ yes ☐ no

Date(s) of event _____ Time(s) of event _____

THE FOLLOWING ITEMS MUST BE SUBMITTED TO RECEIVE A STATE LETTER OF APPROVAL

- ☐ **Copy of State Liquor License** – Only a distillery, wine manufacturer or microbrewer licensed and located in Missouri which is in 'close proximity' to the manufacturing location qualifies to receive a retail sales-by-drink which is required to receive a catering permit
- ☐ **\$15 permit fee** – fee is per calendar day and the permit is good for up to 120 consecutive hours
- ☐ **Letter from the property owner** approving the event and allowing the sale of alcoholic beverages on the premise
- ☐ **Detailed diagram** of the premise showing where wine will be sold ([see #7 below for more information](#))

THE FOLLOWING CONTINGENCY ITEMS MUST BE SUBMITTED TO RECEIVE A CATERING PERMIT

- ☐ **State Temporary Liquor Permit** ([see #1 on page two for more information](#))
- ☐ **Health Permit** or temporary permit for the event site ([see #7 on page two for more detailed information](#))

I agree to permit entry to any officer or investigator who has legal authority for the purpose of inspection or search. I further agree to comply with the ordinances of the City of Kansas City, Mo., and the laws of the State of Missouri.

I, _____, do swear that the information given in this application is true and correct to the best of my knowledge and belief.

Signature of Managing officer, sole owner, partner or corporate officer

Date

----- **FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE** -----

Application: ☐ approved ☐ disapproved _____ Date _____
Regulated Industries Division Manager/Designee signature

Permit: ☐ issued ☐ not issued _____ Date _____
Regulated Industries Division Manager/Designee signature

State reason if permit not issued: _____

Requirements & policies governing catered events

1. **State License** – You must make application for and receive a catering (liquor license) from the State of Missouri Division of Alcohol & Tobacco Control prior to the issuance of the catering permit from Regulated Industries Division. **Division of Alcohol & Tobacco Control: (816) 889-2574**
2. A catering permit only authorizes the sale of wine in the original package. **SALES BY DRINK ARE PROHIBITED.** **Sec 10-140(1)**
3. Applications must be filed with the Regulated Industries Division no less than five days prior to the scheduled event. An approval letter along with the City permit will then be issued to the applicant. The applicant must submit the approval letter to the State of Missouri Division of Alcohol & Tobacco Control within three days of the event. It is mandatory that both City and State licenses are available for display upon the request of any law enforcement officer and/or Investigator designated by the department director for any catered event. **Sec 10-105(a)(2)**
4. Catering permits shall be effective for a period not to exceed 120 consecutive hours. **Sec 10-105(c)(1)**
5. **Temporary Catering Permit Fee** – A temporary catering permit costs \$15 per day. Please make check payable to the “Kansas City, MO City Treasurer”. **Sec 10-105(c)(3)**
6. If the application is denied, an application to protest the denial may be submitted to the Regulated Industries Division as referred to in Chapter 10 of the ordinances. **Sec 10-105(f)**
7. **Diagram** – Provide a diagram of the proposed site and include all points of service where the storage and distribution/sale of alcohol will take place. **Sec 10-105(a)(5)**
8. **Employee Liquor Permits** – Anyone who will be acting in the capacity of a bar manager, bartender, waiter, waitress, cashier, sales clerk, stock person or doorman, or other person responsible for checking identification cards to determine age must have in their possession at all times a liquor permit at all times. **Sec 10-105(b)(2)**
9. **Health Permit** – A copy of the health permit, catering permit or temporary event permit for the premise where the event will take place. Health Department, 2400 Troost Ave., (816) 513-6247. **Sec 10-105(a)(3)(c)**. A health permit is required under the following circumstances:
 - a. If the premise has a health permit and food will be cooked in the kitchen but will be brought outside to be served to guests by setting up equipment (coolers, chafing dishes, hotboxes) to hot/cold hold and dispense, portion, or serve food *outside* the permitted facility.
 - b. If the premise has a health permit but the food is cooked and served outside, a temporary event permit is required to cook and/or prepare the food outside of the permitted facility.
 - c. If an existing restaurant-bar is catering alcohol onto an unlicensed premise where mixed drinks or wine will be served, a catering permit or temporary event permit is required depending on the type of event.
 - d. If an existing restaurant-bar is catering alcohol & food onto an unlicensed premise, their existing health permit will not cover the event as they will need to apply for either a catering permit or temporary event permit depending on the type of event.